Web-based remittance is available on July 1

You can begin using the web-based remittance site on or after July 1. To easily connect to the remittance site, access the Teachers' Retirement System's Web site at www.trs.state.il.us and click on the Employer Services link in the left navigation bar. From the Employer Services page, simply click on the Web-based Remittance System link in the right navigation bar.

The TRS Web-based Remittance System is a fully integrated, electronic payment system for employers that enables you to pay TRS obligations via the Internet. With this system, you can:

- pay member, employer, and THIS Fund contributions and all billed items.
- get immediate confirmation for payments.
- ensure security with a private employer number and PIN (personal identification number). Your PIN is the same number that you have previously established through the telephone-based remittance system.

With this Web-based payment system, you can take advantage of a fast, safe, and convenient way to pay your TRS obligations without leaving your home or office. All you need is a connection to the Internet and then you can make payments from your bank account accurately and on time.

This system is available to all TRS employers. You will need a computer with Internet access and either Internet Explorer 5.0 or Netscape 6.1 or higher. A screen resolution of 1024 x 768 is recommended.

The required information is the same as the TRS telephone script, which includes the fiscal year, pay period (or bill invoice and section number), amount of payment, and debit date.

The Web-based system is available 22 hours a day (with a nightly maintenance window), seven days a week. This system utilizes the most advanced security available to ensure the privacy of your payment information. The system does not use cookies. You will be required to enter your employer number and PIN every time you use the site. All transactions are conducted over a Secure Sockets Layer (SSL) connection secured with 128-bit encryption. SSL is a communications protocol for transmitting private information over the Internet.

Making a payment

Making a payment can be done in five easy steps.

1. On the Log On screen, enter your employer number and PIN and click on Log On.
2. The Select Payment Type screen will be displayed. These options correspond to the options available on the EFT telephone script. Select the desired payment type.
3. The Make Payment screen will be displayed. Enter the appropriate values in the displayed fields. Click on continue.
4. The Confirm Payment Information screen will be displayed. Review the information to ensure accuracy. If it is correct, click on the Submit Payment button. If it is incorrect, click on the Edit Payment button to make changes.

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5.   The Payment Acknowledgement screen will be displayed. Your reference number will be listed. Print this page as a receipt for your payment. (Or, you may capture the printer friendly file to save it to a location of your choice.) If you wish to make another payment, select New Payment. Otherwise, click on Log Off. Your payment is complete!

If you wish to inquire about a payment, simply click on the Payment Inquiry button. Your payment history for the selected payment type will be displayed. If there are multiple pages, use the Previous and Next buttons to scroll through the pages. The payment history is in real time.

The TRS Web-based system is similar to the TRS telephone-based remittance system. The data input script that you will follow is identical regardless of the actual remittance option that you choose. Please note these additional points regarding the Web-based system:

- Be sure to include the two-digit cents in the payment amounts. This is required and will generate an error if omitted.
- There is a time out feature with the Web-based system. You will be automatically logged off if your system is inactive for five minutes.
- All PIN code changes must be done through the telephone-based system. Simply call (800) 230-1107. Enter your employer number and PIN code. Then select option 6 to submit your desired change to your PIN code.
- If you are submitting payments for multiple districts, simply click on the Log Off link. You will be connected to the original Log On screen to begin a different employer number.

Problem solving

If you have any problems using this system, call Customer Service at (800) 230-1107. Enter your seven-digit employer number and your four-digit PIN code. Select option 5 to be connected to an operator.

As always, feel free to contact the TRS Accounting Department with any immediate questions or concerns that you may have. The Accounting Department can be reached toll free at (888) 877-0890, by e-mail at employers@trs.state.il.us, or by fax at 217-753-0969.